

RECORDS RETIREMENT REQUEST				ASSIGNED BY RECORDS CENTER JOB NO. <u>61-910</u>	
<i>Submit in original and 3 copies. One copy will be returned to the originating office when material is accessioned by Records Center.</i>				FOR REFERENCE SERVICE ON RECORDS TRANSFERRED TO STORAGE COMPLETE FORM 490 AND REFER TO ABOVE JOB NUMBER.	
PART I (TO BE COMPLETED BY THE RECORDS CUSTODIAN)					
TO: Chief, Records Center.		FROM: (Office) <u>Management</u>		DIVISION <u>Office of Chief</u>	
		BRANCH		SECTION	
APPLICATION IS MADE FOR RETIREMENT OF THE RECORDS DESCRIBED BELOW					
DESCRIPTION OF FILE SERIES (Include: Name of File, Contents, Function, Arrangement and Inclusive Dates.) IF NECESSARY TO LIST RECORDS, USE FORM NO. 140A, RECORDS SHELF LIST (Check appropriate box below.)					
<p style="margin-left: 40px;">Staff Subject File--Correspondence, reports and other papers from the files of the Chief, Management Staff</p>					
<input checked="" type="checkbox"/> SHELF LIST ATTACHED <input type="checkbox"/> SHELF LIST INCLUDED IN TRANSFER					
CLASSIFICATION OF RECORDS <p style="text-align: center;">SECRET</p>			FILE EQUIPMENT OCCUPIED BY RECORDS		
			<input type="checkbox"/> LETTER <input type="checkbox"/> OTHER (specify) <input checked="" type="checkbox"/> LEGAL <u>2</u> NUMBER OF DRAWERS		
APPROXIMATE REFERENCE ACTIVITY PER MONTH					
LOCATION OF RECORDS					
BUILDING <u>1016 16th St.</u>	ROOM <u>601</u>	EXTENSION <div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	DATE <u>6/1/61</u>	<div style="border: 1px solid black; width: 150px; height: 60px; margin: 0 auto;"></div>	
PART II (TO BE COMPLETED BY THE AREA RECORDS OFFICER)					
TYPE OF MATERIAL					
<input checked="" type="checkbox"/> RECORD <input type="checkbox"/> NON-RECORD					
RESTRICTIONS ON USE OF RECORDS (If no restrictions write "None")					
Office of the DD/S					
DISPOSITION AUTHORIZATION					
CITE SCHEDULE OR AUTHORITY					
Schedule No. 30-61 Item No. 1					
BUILDING <u>1016-16th St</u>	ROOM <u>601</u>	EXTENSION <div style="border: 1px solid black; width: 40px; height: 15px; margin: 0 auto;"></div>	DATE <u>6/1/61</u>	SIGNATURE OF AREA RECORDS OFFICER <div style="border: 1px solid black; width: 150px; height: 30px; margin: 0 auto;"></div>	

RECORDS SHELF LIST			JOB NO. 61-910
NOTE: Prepare in duplicate and submit original to Records Center			TOTAL NO. OF CONTAINERS
OFFICE Management Staff	DIVISION Office of Chief	BRANCH	SECTION 2
CONTAINER NO.	DESCRIPTION AND DATES		
1	<p>Following Folders:</p> <p>Budget Estimates 1949 1961</p> <p>Budget Estimates Statements - Mgmt Staff</p> <p>Budget, Policies, Correspondence, Etc.</p> <p>Hull Committee (Formerly Killeen)</p> <p>Policies and Directives</p> <p>Regulations, Correspondence re</p> <p>Reporting System, Planning Proposal</p> <p>Security Clearances</p> <p>Speeches & Speech Material</p> <p>Security Violations</p> <p>Soft Sopts</p> <p>Space</p> <p>Special Planning Groups</p> <p>Staffing Complements, Processing of</p> <p>Subgroup Index</p> <p>Time and Motion Studies, Legality of</p> <p>Television Systems, Intra-Agency</p> <p>Training</p> <p>Training Program, IG'S Survey of</p> <p>Travel</p> <p>War Plans</p> <p>Wage Administration</p> <p>Watch Officers</p> <p><input type="text"/></p> <p>White House</p> <p>GEHA & DCI Staff Meetings</p> <p>GEHA MINUTES OFFICIAL TRANSCRIPT</p> <p>INSURANCE TASK FORCE REPORT</p> <p>INSURANCE GEHA MINUTES AND AGENDA</p> <p>ENVELOPE Contents: 1. Data on Mgt Staff Personnel</p> <p>2. DD/S area Organization Studies</p> <p>3. Misc. ideas submitted to DD/S '51 - '61</p> <p>4. Argument for the Staff Paper, as such</p> <p><input type="text"/></p> <p>Records Center</p> <p>Management Staff- Records Management Staff</p>		
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